

November 8, 2002

MEMORANDUM FOR: Program Office Resource Managers

FROM: Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT: October Working Capital Fund Billing

This memorandum transmits the October 2002, charges to your program for the Working Capital Fund. This month billing will not be forwarded to the Chief Financial Officer for entering into DISCAS and FIS. Because of the continuing resolution, the CFO plans to account for these costs in the November DISCAS reporting at the earliest.

Initial Payments for FY 2002

The Department is currently operating under a Continuing Resolution (CR) that was recently extended through the middle of November. Subsequently, the Fund has been using carry-over funding from FY 2002 to continue operations in FY 2003. If the CR is extended beyond December, the Fund will require additional customer advances to operate.

Please provide normal funding levels once the FY2002 Appropriations become available. Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

“Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization’s advance payment shall be paid to the WCF until full funding becomes available.” **CFO Guidance issued September 1998**, “Working Capital Fund, Administrative Control of Funds.”

A standard Payment Authorization Memorandum is attached to this correspondence to help you fund your Working Capital Fund activities.

FY 2002/2003 Budget Guidance

By memorandum dated May 2, 2002, we issued guideline estimates for FY 2004 Corporate Review (CRB), which included revised estimates for FY 2003. In addition, FY 2002 actual costs are good indicators for FY2003 activities. This may not be true for Building Occupancy,

Desktop Support, and Mail estimates that could vary from FY 2002 actual expenses due to revised rate structures or renegotiated annual Service Agreements.

Other factors, known only to the program, may also impact your consumption of WCF goods and services. In making resource allocations for your program, you may wish to adjust our estimates as necessary to account for planned changes in staffing levels, anticipated increases or decreases in usage levels, potential organizational realignments, and any other factors that you feel are appropriate and relevant.

In early December 2002, after the WCF Board meeting, we will update FY 2003 and FY 2004 budget estimates to provide you with our most recent information based on OMB passback for the Congressional Budget Request.

Cost and Payment Analysis

The following table is attached to assist you with your analysis of actual monthly WCF expenditures:

Table I **Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.**

October Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of October both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes **annual** charges for internal distribution services at \$10,500 per mail stop assigned to your organization in addition to new charges for mail security. Charges for outgoing metered mail and special handling charges incurred during October are also included.

Photocopying - This bill reflects charges for actual October usage only. Per copy rates for central and staffed facilities are 2.8 cents per copy. Other charges remain unchanged from FY 2002; 1.5 cents for dedicated copies; 50.0 cents for color copies.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during October. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2002.

Building Occupancy - This bill includes charges for non-standard space alterations, additional rent charges, utilities, office relocations, and other E&F services requisitioned and performed prior to October 25. **NOTE: The October bill does not include charges for the first quarter rental charge. The November bill will reflect charges for the first quarter of the FY equal to one-fourth of the full annual estimate for space assigned to your organization as of October 1, 2002.**

Telephones - The October bill indicates the difference that results from the reversal of accruals billed last August and actual usage costs for August. For most programs this should represent small charges or credits for October. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Network - October charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. October charges **for DOEnet** are based on customer usage with an allocation of DOE CHRIS utilization charged back to customers based on standard on-board staffing levels used in the payroll business.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during October in addition to initial charges for help desk services based on actual usage as approved by the Board at its August 21, 2002 meeting. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Payroll Processing - October charges are for one-twelfth the annual amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2003.

Corporate Human Resource Information System (CHRIS) - October charges are for the full **annual** amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2003.

On-Line Learning Center (OLC) - The enclosed bill includes fixed operating and maintenance costs and variable subscription costs for the OLC. Fixed operating and maintenance costs are allocated to program offices based on their participation in the OLC business during FY 2002. Variable subscription costs are based on the number of subscriptions requested by program office for OLC courses.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The Fourth edition of the WCF Guide to Services, Policies and Procedures;
- FY 2003/FY 2004 Budget Projections;
- The monthly summary billing tables (I-IV) with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

The Web Page address is: <http://www.ma.mbe.doe.gov/wcf>

Please contact Dianne Cane (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	(202) 586-3611
Information Management: Telephones Desktop Services Networking	Ann Warnick	(301) 903-3056
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	George Tengan	(301) 903-5878
On Line Learning Center (OLC)	Tanya Luckett	(202) 287-1655
Billing Process and Policies	Bob Emond	(202) 586-2354
	Roscoe Harris	(202) 586-5527

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BCA	Beryl Gilmore	D. Bart
BPA	W. Marlowe	R. Seifert
CI	L. I. Brown	
CN	C. Karis	
ED	L. Rudnick	
EE	D. Smith	
EH	G. Judge	T. McCarron
EIA	N. Burnette	
EM	E. Bronstein	B. Male
FE	C. Roy	G. Stern
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	B. Schrum	
IM	A. Warnick	
IN	L. Cain	
ME/AB/S	F. Feiner	
NA	S. Haller	J. Trainor
NE	W. Carroll	L. Soo Hoo
OA	L. Gasperow	C. Feldmeyer
PA	L. I. Brown	
PML	M. Livingston	D. Meyers
PI	S. Browne	S. Rush
RW	L. Barrett	D. LeVan
SC	L. McAllister	B. Swain
SO-40	A. Moss	J. Kelley
SO	T. Fox	D. Friis
WH	M. Dillon	
WT	M. Owen	M. Mescher

WCF BOARD MEMBERS

CFO	B. Carnes	NE	W. Magwood
CIO	K.Evans	NA	L. Brooks
EE	D. Garman	OA	G. Podonsky
EH	B. Cook	PI	V. Bailey
EI	G. Caruso	SC	R. Orbach
EM	J. Roberson	SO	J. Mahaley
FE	M. Smith	GC	L. Otis

Summary of Current Month Bill - October, 2002
(WHOLE DOLLARS)

TABLE IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
AB	34	323	16,302	16,625	143	6,751	6,895	904	0	0	0
BCA	4	3	0	3	19	0	19	0	0	0	0
BPA	256	21	14,162	14,183	0	36	36	282	0	0	0
CI	1,005	918	26,802	27,720	773	1,368	2,141	362	0	0	0
CN	1,417	2,474	16,302	18,776	900	0	900	610	0	0	0
EA	64	40	16,302	16,342	273	2	275	1,674	0	0	0
ED	2,730	244	40,426	40,670	813	4,743	5,557	3,619	0	425	425
EE	18,772	9,817	16,302	26,119	3,117	16,709	19,826	9,004	0	0	0
EH	11,725	3,850	40,426	44,276	4,646	9,054	13,699	1,653	0	200	200
EIA	13,221	7,500	100,736	108,236	983	6,141	7,124	27,525	0	80	80
EM	16,110	1,225	40,381	41,606	9,634	3,305	12,939	5,395	0	3,415	3,415
FE	7,395	4,050	28,364	32,414	3,320	803	4,124	8,335	0	0	0
GC	3,215	1,847	34,395	36,242	2,709	971	3,680	6,259	0	0	0
HG	132	321	16,302	16,623	706	0	706	6,534	0	0	0
IG	2,838	647	28,364	29,011	509	463	972	3,552	0	360	360
IM	6,610	1,073	62,988	64,061	382	2,237	2,619	1,387	0	15	15
IN	4,026	50,706	16,302	67,008	1,671	5	1,676	305	0	3,601	3,601
ME	34,008	12,346	364,309	376,655	34,531	12,511	47,042	22,141	0	0	0
NA	28,119	50,629	79,736	130,365	14,089	6,969	21,057	6,827	0	15,509	15,509
NE	4,050	62	37,864	37,926	580	868	1,449	1,560	0	60	60
NR	0	123	0	123	0	0	0	0	0	0	0
OA	1,874	824	16,302	17,126	429	23	452	414	0	15	15
PA	1,418	643	40,426	41,069	2,869	6,375	9,244	10,813	0	0	0
PI	5,047	123	41,988	42,111	1,394	445	1,839	3,072	0	170	170
RW	4,374	152	16,302	16,454	506	530	1,036	5,741	0	550	550
S	1,954	407	16,302	16,709	463	19	482	4,140	0	0	0
SC	21,020	6,756	28,364	35,120	1,241	5,442	6,683	13,331	0	3,732	3,732
SO	32,113	3,619	136,922	140,541	9,765	1,482	11,246	3,912	0	5,718	5,718
WAPA	34	1	14,162	14,163	0	20	20	22,553	0	0	0
WT	175	572	16,302	16,874	137	811	949	219	0	0	0
FO	0	0	0	0	0	0	0	0	0	0	0
Bus. Line	0	0	0	0	0	0	0	733	0	0	0
TOTAL	223,740	161,316	1,323,835	1,485,151	96,602	88,083	184,686	172,856	0	33,850	33,850

Note: ME includes charges for WH (White House Task Force)

Summary of Current Month Bill - October, 2002
(WHOLE DOLLARS)

TABLE IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL	QUARTERLY	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRA.	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	INDIRECT FUND ADMIN.	TOTAL October
AB	31	609	640	96	421	0	110	926	54	0	26,705
BCA	-31	358	327	135	44	0	66	556	0	0	1,154
BPA	-17	860	843	0	636	0	0	0	18,734	0	34,970
CI	-14	3,116	3,103	1,608	2,640	0	926	7,777	163	0	47,445
CN	-34	6,269	6,234	141	1,467	480	727	6,111	0	0	36,863
EA	0	0	0	268	0	0	287	2,407	0	0	21,317
ED	12	3,224	3,236	291	2,993	1,160	838	7,036	0	0	68,555
EE	-1,482	30,125	28,643	6,031	51,015	3,200	11,948	100,362	5,810	0	280,730
EH	-826	20,740	19,914	3,070	22,521	5,200	5,423	45,552	2,180	0	175,413
EIA	1,392	30,017	31,409	347	1,161	83,640	8,355	70,179	20,374	0	371,651
EM	-6,049	33,528	27,478	4,614	47,071	480	43,383	364,413	63,702	0	630,606
FE	-1,885	15,725	13,840	6,929	37,342	440	21,052	176,836	8,384	0	317,091
GC	-77	12,107	12,030	558	7,529	0	3,263	27,405	1,809	0	101,990
HG	-111	2,257	2,146	10	1,254	0	794	6,666	740	0	35,605
IG	17	7,379	7,396	310	8,457	0	5,886	49,440	24,146	0	132,368
IM	-1,315	20,131	18,816	20,553	22,863	480	2,204	18,517	7,072	0	165,197
IN	158	6,089	6,248	51	278	0	1,146	9,629	4,340	0	98,309
ME	-340	77,514	77,174	27,481	71,926	8,720	14,880	124,990	31,222	0	836,239
NA	-4,411	60,787	56,376	11,532	114,516	35,280	55,022	462,183	35,332	0	972,118
NE	-1,564	9,994	8,430	10	7,046	320	2,359	19,813	2,237	0	85,260
NR	5,488	0	5,488	0	0	0	3,990	33,516	0	0	43,117
OA	-75	4,657	4,582	4,585	3,434	0	1,345	11,295	0	0	45,123
PA	2,666	2,615	5,281	3,572	2,041	0	595	5,000	0	0	79,032
PI	-2,952	8,060	5,107	997	7,373	560	2,271	19,072	1,341	0	88,961
RW	-1,983	7,021	5,037	420	5,745	440	3,593	30,183	22	0	73,596
S	393	5,660	6,053	113	2,893	0	639	5,370	0	0	38,353
SC	-1,759	25,862	24,104	1,172	53,946	4,960	27,401	230,166	11,158	0	432,792
SO	-1,593	40,727	39,135	13,879	13,727	320	5,533	46,478	19,769	0	332,369
WAPA	5,574	609	6,183	0	28,285	0	33,904	284,791	14,259	0	404,191
WT	8	1,039	1,047	81	1,105	0	397	3,333	553	0	24,732
FO	0	0	0	0	0	0	0	0	14,549	0	14,549
Bus. Line	0	0	0	0	0	0	0	0	0	0	733
TOTAL	-10,775	437,076	426,301	108,855	519,731	145,680	258,333	2,170,000	287,950	0	6,017,132